

PART-TIME EMPLOYMENT OPPORTUNITY



Tempe Parks & Recreation ■ 3500 S. Rural Road ■ Tempe, Arizona 85282 ■ (480) 858-2469 · TDD (480) 350-5050 ■ www.tempe.gov

SPECIAL OLYMPICS PROGRAM COORDINATOR

<i>OPENING DATE:</i>	September 22, 2004
<i>CLOSING DATE:</i>	Subject to closing without notice when the needs of the City are met. First review of applications will be on October 4, 2004; position may close at that time.
<i>HOURLY RATE:</i>	\$13.42
<i>HOURS:</i>	Up to 19 hours per week, including weekends and evenings.
<i>MINIMUM QUALIFICATIONS:</i>	Requires experience in sports or recreation programming, staff supervision, working with the public in recreation activities, and operating a personal computer; a college degree with major coursework in recreation or a related field is preferred. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.
<i>APPLICANT REQUIREMENT:</i>	Possession of, or ability to obtain, an appropriate, valid Arizona driver's license. Ability to obtain CPR/first aid certification within 3 months of hire.
<i>REPRESENTATIVE ESSENTIAL FUNCTIONS:</i>	<ul style="list-style-type: none">• Organizing, scheduling, implementing, and promoting Special Olympics programs, such as gymnastics, basketball, track and field, golf, swimming and bowling, provided by the Recreation Division.• Interacting with the parents and athletes in a positive and professional manner.• Participating in the selection and supervision of staff and volunteers; working with employees to correct deficiencies; locating replacements for absent staff; supervising and coordinating staff training.• Ensuring that each participant has the required documentation to participate in the sport: maintaining records for registration and fees collected; maintaining and filing accident reports; ensuring that timesheets are prepared and submitted in a timely manner for all staff.• Attending all East Valley Special Olympics coaches meetings.• Assisting with the organization of the East Valley Special Olympics golf tournament.• Coordination of transportation of athletes to competitions.• Supervision and maintenance of facilities used during practices/competitions.• Creating and updating documents on a personal computer.• Using moderate physical exertion in lifting and moving equipment and supplies.
<i>SELECTION CRITERIA:</i>	Applicants whose experience and training are most closely suited to the needs of the City may be selected for further tests or interviews. Criteria will be based on job-related knowledge, skills, and abilities.
<i>APPLY:</i>	Tempe Parks and Recreation, 3500 S. Rural Road, Tempe, Arizona, 85282 Monday-Friday, 8 AM-5 PM

AN EQUAL OPPORTUNITY/ REASONABLE ACCOMMODATION EMPLOYER
